

**From:** [Raymond Duffy](#)  
**Subject:** A Message from Human Resources - Phased Return to Campus  
**Date:** Wednesday, June 24, 2020 10:07:30 AM

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**June 24, 2020**

Dear Faculty and Staff,

I am writing you today with further details regarding Villanova University's plans for a phased reopening of the campus prior to the fall semester. As Father Peter shared, the fall semester will begin on Monday, August 17. With that in mind, the phased reopening of on-campus operations will begin on **Monday, July 13, and continue through to the beginning of August.**

As we move toward reopening, please know that the health and safety of all community members is of utmost importance at Villanova and that the primary goal of the University's policies and protocols continues to focus on minimizing the spread of COVID-19.

### **Pre-Return Preparations**

Decisions regarding the timing of particular departments' return to campus will be made by the respective Vice President or College Dean. Department heads, chairs and managers should prepare now regarding how soon after July 13 their faculty and staff need to return and what phasing process makes sense for their individual areas in order to maintain social distancing and minimize office density. Key considerations should be centered around operational needs that must be completed on campus to prepare for the fall semester. Telework arrangements, where feasible, may be considered and continue into the fall in order to reduce campus and office density. However, student and operational needs must be met under all established arrangements. **All University offices that require on-campus operations will reopen on Monday, August 3.**

In making decisions, it is important that department heads, chairs and managers recognize that faculty and staff will have unforeseen challenges, both now and throughout the next semester. These can include, but are certainly not limited to, child-

and elder-care issues, health concerns and other matters. I encourage all managers to be empathetic and to work with your employees to understand challenges they may face and to collaborate with them and the Office of Human Resources to determine what options may be available.

### **Returning Safely to Campus**

The [Faculty and Staff Returning to Campus Guide](#) and [Returning to Campus Training](#) provide preliminary guidance on how we will ensure a safe educational, working and residential experience based on the health information currently available. In addition, by early next week, Villanova's Health and Safety Plan will be distributed University-wide. All faculty and staff are strongly encouraged to review these safety materials to familiarize themselves with the steps that Villanova is taking to keep our community members safe.

Campus health and safety are a shared responsibility. This shared responsibility—to be considerate of others and capable of complying with health and safety requirements—is at the heart of Villanova's [Community First: The CARITAS Commitment](#). As we work to ensure a successful return to campus, it is important that we all do our part to ensure the health and safety of our entire community.

Additional information—including the [COVID-19 Workplace Accommodation request form](#) and the [COVID-19 Telework request form](#), as well as additional policies and processes—is available on the [Return to Campus](#) section of the Human Resources website. As we prepare for the fall semester, it is not possible to have all the answers at this time; however, we will continue to provide information as we move closer to reopening.

Should you have any further questions regarding the phased return to campus process, please feel free to contact the Office of Human Resources at [hr@villanova.edu](mailto:hr@villanova.edu) or 610-519-7900.

I wish you all continued safety and health and look forward to seeing you soon.

Sincerely,

A handwritten signature in black ink, appearing to read "Ray D. Duffy". The signature is fluid and cursive, written in a professional style.

Ray Duffy, M.S., SPHR, SHRM-SCP, CBP  
Associate Vice President of Human Resources and Affirmative Action Officer